



**Borough Council- Work Session
October 16, 2023**

The Work Session Meeting of Souderton Borough Council, held on the above date, was called to order by Council President Tracy W. Burke at 7:00pm.

It was noted that Councilor Julie A. Munden, Councilor Stephanie Hall, and Councilor Richard M. Walczak were absent this evening and the following Borough Council and staff were present:

Council President Tracy W. Burke	Mayor Daniel L. Yocum
Council Vice-President Edward M. Huber	Borough Manager Stacy E. Crandell
Councilor Matthew J. DiNenna	Police Chief Brian A. Newhall
Councilor Daryl W. Littlefield	Finance Director P. Michael Coll
Councilor Donna M. Rogers	Public Works Director Steven Coll
Councilor Matthew R. Sholly	

Council President Tracy Burke introduced Gregory Ede from Styer Associates to present the 2022 Financial Audit for the Borough. Mr. Ede explained that there were no management disagreements, and the audit was clean. Mr. Ede provided an overview of the audit results for the Council. Council Vice-President Edward Huber asked about the pension funding. Mr. Ede stated that the Borough is not in a bad position with 79% of it being funded but this can be made up over time and hopefully as the market stabilizes it will also help with this. Council President Tracy Burke asked about the general fund balance. Mr. Ede explained that is something the Borough should look at to improve this balance going forward.

Council President Tracy Burke asked if there was any public comment from the audience. Penelope Price, 402 E. Broad Street and Souderton Borough representative to the Indian Valley Library Board of Directors, asked that Council continue to provide the same tax millage for the funding to the Library.

Council President Tracy Burke turned it over to Councilor Daryl Littlefield to talk about the Souderton Connects Proposal for the Electric Box Mural that will be located at School Lane and Broad Street. Councilor Littlefield explained the Borough had assisted Souderton Connects in the past by priming the electric box before the artist starts to paint. Borough Manager Stacy Crandell stated that Councilor Littlefield can coordinate directly with the Public Works Director Steven Coll to have the priming done so the artist can begin the project before it gets too cold.

Chief Brian Newhall provided a brief update on the police department. The Chief explained that he has one officer out that was injured on the job. He will be attending a webinar this week to apply for a COPS grant. In addition, the Police Department provided a support letter to Souderton Connects for their Holiday Parade and completed three Traffic Studies.

Public Works Director Steven Coll gave an update on the paving projects that were started last week. The remaining two roads that were on the schedule to be paved and milled should be completed this week, weather dependent. They have one leaf truck ready for leaf collection. Mr. Coll is also working on the Spruce Alley between 5th and Long to overlay the alley with the agreement that the residents will reimburse the Borough for the costs.

Borough Manager Stacy Crandell stated the sanitation report for September was in the packet. Ms. Crandell also explained that a UV Filter will most likely be needed when the permit from DEP is



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implemented to meet the standards and it will cost about \$247,000. Finance Director Michael Coll explained that the Sewer Reserve Fund would be able to cover the costs.

Under Administrative Items, Borough Manager Stacy Crandell gave an update on the Freight House. She explained that the costs so far for the updates to the building are \$335,664. Brass Collar has asked if it would be possible to enclose the patio which will give an additional 720 square feet of space that will allow occupancy to grow from 16 to 64. Brass Collar was willing to pay for these improvements over the course of their lease and the estimated costs would be \$85,000. The Council expressed some concerns about the costs and wanted to be given more information about the construction estimates. In addition, they wanted to make sure that Brass Collar would be able to afford these costs during their lease. The Council tabled this decision until next week. Councilor Daryl Littlefield and Councilor Matthew Sholly were going to set up a time with the solicitor to work on amending the lease this week.

Borough Manager Stacy Crandell gave an update on website redesign. Currently, the website info is being transferred from our current site to our new site. Also, on November 6th, before the Council Meeting, a photographer from the same company doing the website will be here to take photos of all the Council, Mayor, and some staff. The new site should be up and running by Thanksgiving. In addition, Ms. Crandell gave an update on communications efforts that the Borough is working on to help with communicating with residents. These efforts include working with Chief Newhall on Ready Montco that would replace the current system to send alerts out to residents, setting up the borough's LinkedIn Page and working to post items on the Borough's Facebook page. In addition, once the website is complete, Ms. Crandell is looking to implement a weekly e-news, hopefully by next year.

Borough Manager Stacy Crandell talked about the Borough Consultants. She stated that Borough Staff had a productive meeting with Gilmore this morning. In addition, Ms. Crandell explained that while we appreciate all the current borough solicitor has done for our Borough, it is her recommendation to put out an RFQ to solicit proposals from other firms. The hope is to have the new solicitor begin in January. The Council expressed their appreciation for the current solicitor service to the borough. Once notification is given to our current firm, the Council will put on the agenda for next week's budget meeting to authorize the manager to send out the RFQ.

Under Recreation Items, Borough Manager Stacy Crandell explained that the basketball courts were staked out. Council Vice-President Ed Huber said he would look at the location and see if he had any questions or concerns with the stakes. There was some discussion about fencing and the parking lot. In addition, there was some discussion about the bocce ball courts and the shuttle board resurfacing.

Under Budget Items, Borough Manager Stacy Crandell explained that during the budget process, she encouraged the Council to think about the goals and objectives for the future of the Borough. Ms. Crandell went over the staffing recommendations for the 2024 Budget which included a proposal for the replacement of the Office Manager position late this year, and a proposal for a Finance Director/Assistant Borough Manager and a Park and Recreation Position to help run the pool operations. In addition, Ms. Crandell explained that the police department is requesting two new full-time officers for 2024. A draft of the General Budget for 2024 was presented which included all of the requested positions. The Council reviewed the budget which would resolve in a tax increase and asked that Staff prioritize the positions, and they would have a more detailed discussion at the budget workshop meeting next week.



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In addition, under budget, Borough Manager Stacy Crandell explained her proposal for the next steps for the Municipal Building and the Public Works Building. For the Municipal Building, Ms. Crandell is proposing a design build concept with a municipal building being built behind the current building. Staff would remain in the current Borough Hall until the new building was completed and then the old building would be demolished, and the parking lot would be put in place. She would investigate a bond to finance this project.

The proposal for the public works building would be to look to fix up the 2nd Street current facility with updated buildings that would include pole buildings for office/bunk areas as well as a more secure salt storage building. Ms. Crandell suggested selling the Cherry Lane property.

The Council members asked about the ARPA Funds which were going to be used to renovate the Police Department. Ms. Crandell replied that some of the funds would be used to purchase a back-up generator for the current building that could be used for the future building. Currently, Borough Hall does not have a back-up system. About \$10,000 of the money could be used to make some updates to the Police Department to make the area comfortable and safe until a new building is available. The rest of the money could be used towards road paving and storm drain improvements.

Ms. Crandell explained Finance Director Michael Coll put together a draft Capital Budget and Staff will review before next week's budget meeting along with the rest of the funds. Ms. Crandell spoke to Public Works Director Steven Coll regarding some things that can be done to potentially outsource some things like mowing that may not help with cost initially but will free up the crews to handle other projects. Ms. Crandell also explained that she will be working with the department heads to work on asset management and maintenance, which will help with the budget going forward.

There being no further business, the meeting adjourned at 9:03PM.

Respectfully submitted,

Stacy E. Crandell

Stacy E. Crandell, Secretary